



Regular Meeting Agenda
7:30 p.m. Wednesday, January 18, 2012
Rochester Municipal Building, 400 Sixth Street

1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes
 - A. Regular Meeting Minutes – December 14, 2011
4. Audience Comments
5. Façade, Sign & Lighting Grants
 - A. Façade Grant Request – Tower Pizza, 334 Main
6. Liaison Reports
 - A. City Council
 - B. Chamber of Commerce
 - C. Historical Commission
 - D. Principal Shopping District
7. General Business Agenda Items
 - A. Consideration of Renewal – Big, Bright Light Show Installation Agreement
 - B. Consideration of Travel Authorization – National Main Street Conference
8. Receipt of Regular Reports
 - A. Executive Director Update
 - B. Economic Development Officer Update
 - C. Events & Marketing Update
 - D. December 2011 Financial Report for DDA
 - E. Organization Committee
 - F. Business Development Committee
 - G. Promotions Committee
 - H. Site Development Committee
 - I. Green City Committee of Rochester

9. Discussion of Reports
10. Miscellaneous
11. Adjournment

**The next regularly scheduled DDA meeting is February 15, 2012 at the
Rochester Municipal Building- 400 Sixth Street**

Downtown Development Authority
Regular Meeting Minutes

Wednesday, December 14, 2011
Rochester Municipal Building, 400 Sixth Street
7:30 p.m.

1) Call to Order

The regular meeting of the Downtown Development Authority Board of Directors was called to order by Chairman Mike Clayman @ 7:30 p.m.

2) Roll Call

Board Members Present:	Board Members Present: Mayor Stuart Bikson, Chairman Mike Clayman, Ben Giovanelli, Mark Albrecht, John Pino, Paul Haig, Marilyn Trent, Dr. Atallah, Vito Pampalona, Patricia Kane, Mary Wilson
Board Members Absent:	Linda Lucaj
Council Liaison Present:	Cathy Daldin
Chamber Liaison Absent:	John Gaber
Historical Commission Liaison Absent:	Penny Reddish
DDA Executive Director Present:	Kristi Trevarrow

3) Approval of Meeting Minutes

- A. Approval of Regular Meeting Minutes – November 9, 2011
- B. Approval of Closed Meeting Minutes – November 16, 2011

Motion By:	Dr. Atallah to approve the Regular Meeting Minutes – November 9, 2011 as presented, and the Closed Meeting Minutes – November 16, 2011 with a note that the meeting began at 6:00 p.m.
Support By:	Patricia Kane
In Favor:	All
Opposed:	None
Motion Passed	

Mike Clayman took the opportunity to congratulate Mayor Stuart Bikson and welcome him back to the DDA Board. He extended thanks and appreciation to Jeffrey Cuthbertson for his service to the DDA. The Board also welcomed Cathy Daldin in her new role as City Council member and Council Liaison to the DDA.

4) Audience Comments

There were no audience comments.

5) Façade, Sign & Lighting Grants

A. Façade Grant Request – Tower Pizza, 334 Main

Deputy City Manager Nik Banda asked if this item could be delayed until the owner and architect arrived.

6) Liaison Reports

A. City Council

Cathy Daldin reported that the new Council was sworn in on November 29th. Also at that meeting were discussions regarding DTE’s SmartMeters, a resolution to provide an opt-out option, and the city audit. Items of discussion at the December meeting included a report from the City Beautiful Commission and Real Estate One’s request for a tax abatement. Ben Giovanelli noted that the property may qualify as a Brownfield.

B. Chamber of Commerce

The liaison was absent, hence no report.

C. Historical Commission

The liaison was absent, hence no report.

D. Principal Shopping District

The liaison was not present, and Kristi noted that the PSD Board met last night. Dr. Atallah wanted to know why Linda Lucaj was not present as liaison, and that he didn’t think the DDA Executive Director should be giving reports from the PSD Board.

7) General Business Agenda Items

A. Acceptance of Resignation of Cathy Daldin

As Cathy is now on City Council, she submitted her resignation from the DDA Board, which Mike accepted, thanking her for her work and for coming back as the City Council Liaison to the DDA. Cathy Daldin in return thanked Mike and the Board, and looked forward to continuing her work with the DDA.

B. Election of DDA Vice-Chairman

Motion By:	Ben Giovanelli to elect John Pino to the post of DDA Vice-Chairman.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed.	

C. Appointment of Business Development Committee Chairman

Mike Clayman appointed John Pino as Business Development Committee Chairman to replace Cathy Daldin.

D. Request for Recommendation – Fire & Ice Rail Jam Event

Nik Banda introduced Kurt Luttermoser from AGA Nation, who reviewed the event proposed for the 2012 Fire & Ice Festival. Nik noted that the event was not asking for DDA monies, but that an agreement needed to be signed, so a resolution from the Board was necessary. A considerable amount of discussion ensued, and the Board was assured that the event’s insurance would cover the DDA, and all athletes must sign waivers.

Motion By:	Ben Giovanelli to authorize the Chairman to sign the agreement with AGA Nation.
Support By:	Mark Albrecht
In Favor:	All
Opposed	None
Motion Passed	

E. Approval of 2012 DDA Board Meeting Schedule

Motion By:	Ben Giovanelli to accept the 2012 DDA Board Meeting Schedule as presented.
Support By:	John Pino
In Favor:	All
Opposed:	None
Motion Passed	

F. Acceptance of Resignation of DDA Events Coordinator

Kristi noted the resignation of the Events Coordinator and asked permission to post the position as presented. Vito asked what the costs were for the benefits package; Ben Giovanelli responded that he believed the benefits are around 15%. Dr. Atallah said he thought this should not be talked about in public, as it is directly related to an employee. He also wanted to know, if the DDA was only covering 20% of this position, then why was the DDA leading this search?

Ben Giovanelli said that, as a public entity, transparency was very important.

Mike Clayman stated that we have an agreement with the PSD Board that they pay a cross-charge to use the employees of the DDA to administer the PSD programs.

Motion By:	Ben Giovanelli to receive the resignation of the DDA Events Coordinator and to authorize the posting of the position as presented.
Support By:	Paul Haig
In Favor:	Stuart Bikson, Chair Mike Clayman, Ben Giovanelli, Mark Albrecht, John Pino, Paul Haig, Marilyn Trent, Vito Pampalona, Patricia Kane, Mary Wilson
Opposed:	Dr. Atallah
Motion Passed	

- 8) Receipt of Regular Reports
 - A. Executive Director's Update
 - B. Economic Development Officer Update
 - C. Events & Marketing Update
 - D. November 2011 Financial Report for DDA/Promotions
 - E. Organization Committee
 - F. Business Development Committee
 - G. Promotions Committee
 - H. Site Development Committee
 - I. Green City Committee of Rochester

The reports were received.

- 9) Discussion of Reports

Kristi gave several suggestions for dates for the annual Goals & Objectives meeting. The Board came to a consensus on Saturday, January 14, 2012, beginning at 8:00 a.m. Subcommittees will also come in to present their action plans for the year.

Kristi also noted that the Main Street Evaluation was scheduled for February 23, 2012. A special evening session for the DDA Board to provide input is scheduled at 6:00 p.m. at the DDA Office.

Nik Banda noted that the bridge project was coming in under budget, although it was taking a little longer than anticipated, and it was anticipated that there would be a ribbon cutting in the spring. He also noted that some recent power outages were being caused by beavers.

Vito Pampalona extended compliments to Dr. Atallah for his hard work in getting the bridge project from an idea to reality. He also expressed concern about graffiti, and Nik Banda said that preventative measures were already in the works.

10) Miscellaneous

Nik Banda noted that the Tower Pizza representatives had not arrived, and it was decided to table the item until the next meeting.

Motion By:	Ben Giovanelli to table the Tower Pizza Façade Grant Request until the next meeting.
Support By;	Vito Pampalona
In Favor:	All
Opposed:	None
Motion Passed	

Patricia Kane wished everyone a Merry Christmas and Happy New Year, and thanked everyone for their efforts on behalf of the City.

11) Adjournment

Motion By:	Ben Giovanelli to adjourn the meeting.
Support By:	Patricia Kane
In Favor:	All
Opposed:	None
Motion Passed	

The Board meeting adjourned at 8:55 p.m.

Respectfully Submitted,

Karen Koski
Recording Secretary

5A. Façade Grant Request – Tower Pizza, 334 Main

Attached is the application for proposed improvements to the front and rear facades of Tower Pizza. The applicant did make a presentation to the DDA Board in November. The Board requested that the applicant consult with the Rochester Historical Commission regarding the proposed improvements. A report will be provided to the Board at the meeting.

Per our Façade Grant Program, the appropriate amount for approval would be \$10,000 (maximum grant amount).

FACADE IMPROVEMENT PROGRAM APPLICATION

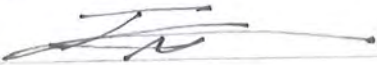
1. Business Name: Current: "Tower Pizza" New: "Tower Bistro"
2. Business Contact Person: Shelly Anderson
3. Mailing Address: 915 Ironstone Dr.
Rochester Hills, MI 48309
4. Phone Number: (248) 651-4660
5. Building Address: 334 S. Main Street
6. Building Owner: Jerry Hilliard
Owner Address: Brewster Road, Rochester Hills, MI
Owner Telephone: (248) 651-4660
7. Projected Cost: \$100,000.00
8. Provide cost breakdowns by major categories such as architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, etc., as an attachment to this application.
9. Proposed Project Start Date: 11-10-11
10. Estimated Completion Date: 1-12-12
11. How will the project be financed? If a private financial institution will be involved, please specify which bank and identify the loan office and telephone number:
JS Capitol
12. The project will involve the building's: Facade X, Exterior Side _____,
Exterior Rear Wall X, Roof _____.
12. Please submit three (3) copies of the project design.
13. Please submit one (1) photograph of the existing facade(s).

Facade Improvement Program Application
Page 2.

The undersigned applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Rochester DDA Facade Improvement Programs and agree to abide by its conditions and guidelines.
- C. I (we) understand that if this application is approved any changes, alterations or modifications to the approved facade design must be authorized in writing by the DDA Director, Executive Committee or full DDA Board. If unauthorized changes are made I (we) understand that the DDA may withdraw its funding commitment.
- D. I (we) understand that if this project is not completed within the scope of the timetable (12 months), the DDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of reapplication.

Signature of Applicant(s):



Date: 10/31/11

Date: _____

OFFICE USE ONLY

Date Application Received: _____

DDA Board Action: _____

Date Funding Commitment Letter Sent: _____

DDA Director/Design Committee Notes: _____

Projected Construction Start Date: _____

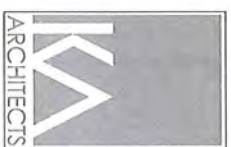
Final Inspection Date: _____

Amendments: _____

Notes/Comments: _____

DDA Board Final Approval for Payment Date _____

Amount Approved for Payment: \$ _____



Krieger & Klatt
Architects Inc.
1412 Elmwood Ave. SE.
Rochester, OR, MI 48067
Phone: 248.414.9270
Fax: 248.414.9273

Client:
Tower Pizza
334 Main Street
Rochester, MI

Project:
Renovation
334 Main Street

Issued:
6/3/11 Preliminary
7/27/11 Preliminary
8/3/11 Permit
8/3/11 Site Plan Approval
8/3/11 Site Plan Approval
10/3/11 Site Plan Approval
10/3/11 DDA

Seal:



Note:
Do not scale drawings. Use
calculated dimensions only.
Verify existing conditions in field.
North Arrow:

Sheet Title:
Exterior
Photographs
Scale:
As Noted

Project Number:
11-009

Sheet Number:

A.12

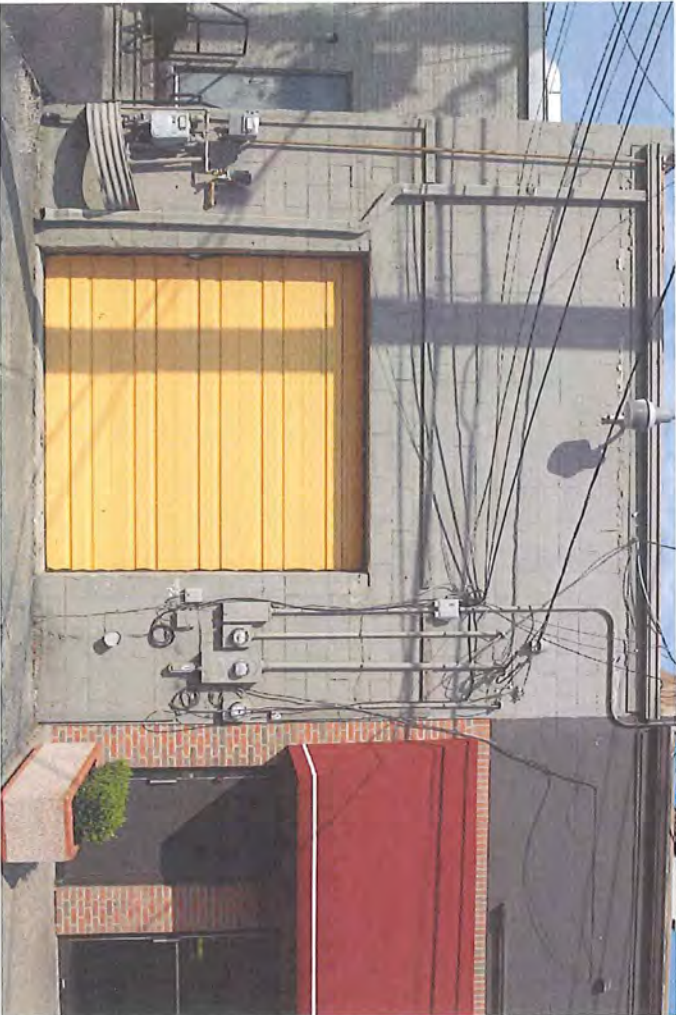


Photo of Existing Rear Facade



Photo of Existing Front Facade



Krieger I Klaff
Architects Inc.

1412 E. Bowen Mile Rd.
Royal Oak, MI 48067
Phone: 248.414.9270
Fax: 248.414.9275

Client:

Tower Pizza
334 Main Street
Rochester, MI

Project:

Renovation
334 Main Street

Issued:

- 6/24/11 Preliminary
- 7/27/11 Preliminary
- 8/24/11 Permits
- 8/24/11 Site Plan Approval
- 8/24/11 Terms
- 10/21/11 Site Plan Approval Revisions
- 10/31/11 DCA

Scale:

Note:
Do not scale drawings. Use
calculated dimensions only.
Verify existing conditions in field.
North Arrow:



Sheet Title:
Exterior
Renderings

Scale:
As Noted

Project Number:
11-009

Sheet Number:

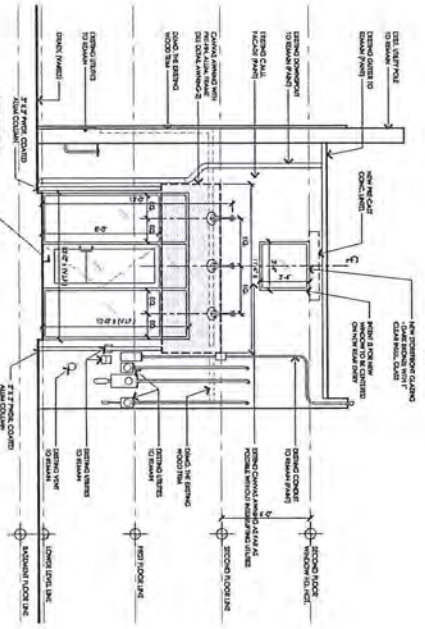
A.11



Rendering of Rear Facade



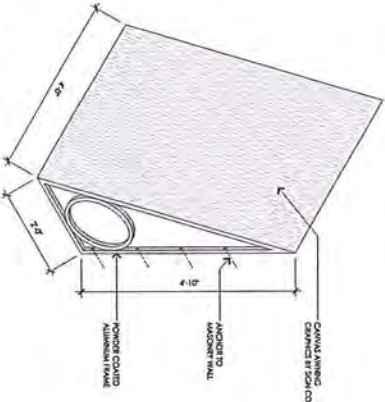
Rendering of Front Facade



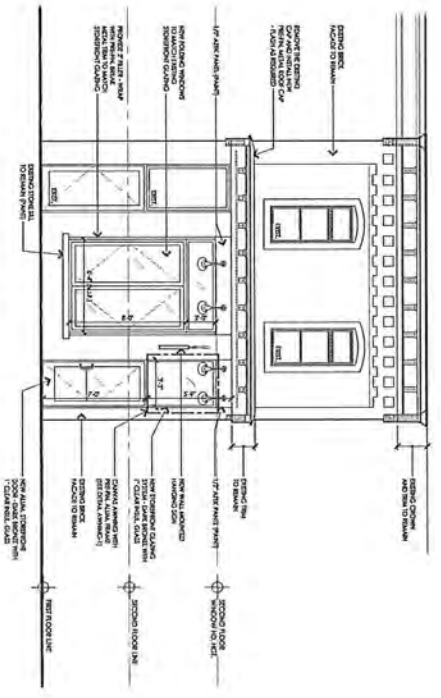
01 Rear (East) Elevation
Scale: 1/8" = 1'-0"



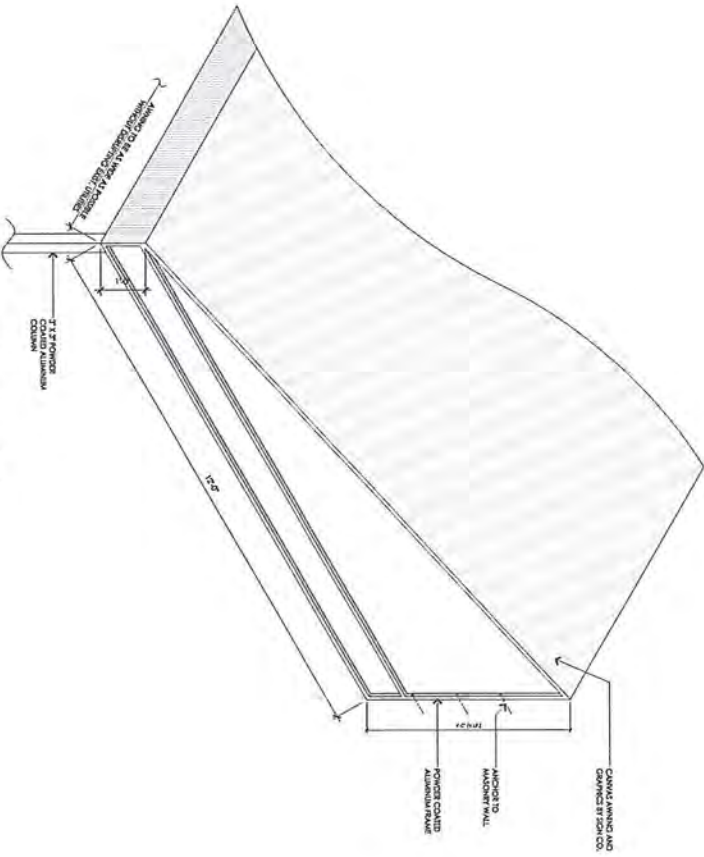
Wall Mounted Light Fixture "1-1"
Manufacturer: Specialty
Product: single shade 12" (A817)
Arm: E1
Color: bronze
Lamp: 70w metal halide



Awning Detail -1
Scale: 3/4" = 1'-0"



02 Front (West) Elevation
Scale: 1/8" = 1'-0"



Awning Detail -2
Scale: 3/4" = 1'-0"



Client:
Tower Pizza
334 Main Street
Rochester, MI

Project:
Renovation
334 Main Street

Issued:
6/11/11 PRELIMINARY
6/27/11 PRELIMINARY
7/27/11 PRELIMINARY
8/24/11 PERM APPROVAL
8/24/11 PERM APPROVAL
10/21/11 PERM APPROVAL
10/21/11 PERM APPROVAL



Note:
Do not scale drawings. Use
calculated dimensions only.
Verify existing conditions in field.
North Arrow.

Sheet Title:
Exterior Elevations
& Details

Scale:
As Noted

Project Number:
11-009

Sheet Number:
A.10

Construction & Property Services Co

Preliminary Cost Sheet

Note: Enter information in yellow cells. Blue cells will populate automatically. All other cells are locked and will not allow changes or inputs. Feel free to insert additional lines in the divisions if needed.

Tower Bistro
334 Main Street
800
Kreiger Klatt Architects
Exterior Elevations

DESCRIPTION	NOTES	COST	SF COST
Division 1 - General Conditions		\$8,350.00	\$10.44
Supervision		\$5,300.00	\$6.63
Safety & Protection	scaffolding & safety enclosure, barricades	\$550.00	\$0.69
Temporary Facilities / Power	scaffolding set-up / tear-down	\$600.00	\$0.75
Winter Conditions	framework & tarping, temporary heat	\$900.00	\$1.13
Housekeeping	sweep-outs, interior clean-up, window cleaning etc..	\$1,000.00	\$1.25
Division 2 - Sitework		\$2,950.00	\$3.69
Dumpsters	30yrd	\$400.00	\$0.50
Selective Demolition	(west)remove existing storefront window & entry (east) garage door, remove interior storefront rear, remove exterior trim, cut-in window frame	\$2,100.00	\$2.63
Division 3 - Concrete		\$955.00	\$1.19
Division 4 - Masonry		\$1,500.00	\$1.88
CMU	install lintel, mortar in window frame	\$300.00	\$0.38
Brick Cleaning		\$1,200.00	\$1.50
Division 5 - Steel		\$0.00	\$0.00
Division 6 - Wood & Plastics		\$800.00	\$1.00
Millwork	window panels, restoration fascias	\$800.00	\$1.00
Division 7 - Thermal & Moisture Protection		\$1,850.00	\$2.31
Sheet Metal	remove existing , install pre-finish cap, and flash,	\$1,400.00	\$1.75
Caulking	windows, trim to brick	\$450.00	\$0.56
Division 8 - Doors, Windows and Hardware		\$18,900.00	\$23.63
Storefront	2 entries glazing systems, folding glazing system, single window glazing	\$18,900.00	\$23.63
Division 9 - Finishes		\$2,800.00	\$3.50
Painting	east full elevation, trim west elevation	\$2,800.00	\$3.50
Division 10 - Specialties		\$0.00	\$0.00
Division 11 - Equipment		\$0.00	\$0.00
Division 12		\$0.00	\$0.00
Division 13 - Special Construction		\$6,800.00	\$8.50
Awning	wall mounted system, column supported system	\$6,800.00	\$8.50
Division 14		\$0.00	\$0.00
Division 15 - Mechanical		\$9,800.00	\$12.25
Division 16 - Electrical		\$6,800.00	\$8.50
Electrical Fixtures	Install circuits with wall mounted exterior fixtures	\$6,800.00	\$8.50
Sub-total Cost		\$54,705.00	\$68.38
Overhead + Profit		\$5,800.00	10.60%
Total Cost:		\$60,505.00	\$75.63
Comments:			



STANDARD CONSTRUCTION PROPOSAL

**Prepared exclusively for:
Shelly Anderson**

**Tower Bistro
334 Main St.
Rochester, MI 48307**

**Building and Renovation Contractors
3174 Old Farm Lane
Walled Lake, MI 48390**

STANDARD CONSTRUCTION PROPOSAL:

PROPOSAL, Made this 25th day of October, 2007, by **Construction & Property Services**. Hereinafter called "Contractor" and/or "Builder" and/or "beneficiary", who agree to furnish labor, materials and services and to perform in a substantial workmanlike manner the following described work on the property of:

Buyer: **Shelly Anderson**
Location: **334 Main St**
City, State: **Rochester, MI** Zip Code: **4807**

Hereinafter called "Buyer", "Customer", and/or "Trustor", agrees to pay therefore the price hereinafter set forth; upon the following terms and conditions:

TYPE OF PROJECT: Facade Renovation

SCOPE OF WORK

All work described herein is based upon drawings provided by Krieger | Klatt Architects.
1412 E Eleven Mile, Royal Oak MI, 48067

Marked: Permit

Dated: 8-24-2011

Sheet Number's: A.10

GENERAL CONDITIONS:

1. Place barricading
2. Contain work area
3. Provide supervision

SITE WORK:

1. Perform selective demolition to existing east and west facades
2. Provide construction debris removal through-out project.

CONCRETE:

1. N/A

MASONRY:

1. N/A

CARPENTRY:

1. Perform trim work over storefront windows
2. Perform restoration work to façade fascia as necessary

DOORS AND WINDOWS:

1. Install storefront door systems; folding window systems; single window system

ROOFING / SIDING:

1. Remove / replace existing roof metal work over fascia
2. Caulk glazing to brick / wood , caulk brick to wood

MILLWORK:

1. N/A

FINISHES:

1. Clean brick, paint CMU wall and utility runs and gutters

SPECIALTIES:

1. Install awnings building mounted with stachions, self supporting building mounted system.

PLUMBING:

1. N/A

ELECTRICAL:

1. Install lighting runs, and fixtures

In consideration of the aforementioned materials, labor and services, the Buyer agrees to pay Contractor the sum of: **(\$57, 680.00)**. Payable as follows: Deposit of: **\$TBD** Balance to be cash and/or financed by the Buyer(s) and paid to the Contractor from the proceeds per the following progress payment schedule:

- | |
|--|
| 1. \$TBD upon completion of work. |
|--|

Construction & Property Services

BY: _____
Noell Anderson



LAUNCH PAD SIGNS
 360 E. MAPLE, SUITE T
 TROY, MI 48083
 248.577.0433

Estimate

Date	Estimate #
10/31/2011	46

Name / Address
Tower Pizza 334 S Main St Rochester, MI 48307 (248) 651-4660

			Project
Description	Qty	Cost	Total
Window awning with custom frame "Sunbrella" - z mount clips included	1	896.00	896.00T
Patio canopy with custom frame and columns - "Weathertyte" material	1	1,879.00	1,879.00T
Installation & Labor		750.00	750.00
		Subtotal	\$3,525.00
		Sales Tax (0.0%)	\$0.00
		Total	\$3,525.00



23544 Hoover Rd.
 Warren, MI 48089
 Phone 586.759.2700
 Fax 586.759.2703
 www.metrodetroit signs.com

PROPOSAL
Proposal #: 10067

Proposal Date: 11/02/11
 Customer #: TOWEPIZ
 Page: 1 of 3

SOLD TO:	JOB LOCATION:
TOWER PIZZA 334 S MAIN ST ROCHESTER MI 48307	TOWER PIZZA 334 S MAIN ST ROCHESTER MI 48307

Metro Detroit Signs (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #1071 MFG & INSTALL WINDOW AWNING WITH CUSTOM FRAME AND PATIO CANOPY WITH FRAME AND COLUMNS	\$3,285.00	\$3,285.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$3,285.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

1. UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, Metro Detroit Signs MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY THE COMPANY, INCLUDING ATTORNEY'S FEES.
2. BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID ELECTRICAL SIGN SHALL REMAIN IN THE COMPANY UNTIL PAID FOR IN FULL, BUT AFTER DELIVERY TO THE CUSTOMER ALL OF DAMAGE FROM FIRE OR OTHER CAUSES AFTER SAID DELIVERY SHALL BE ASSUMED BY SAID CUSTOMER AND WILL NOT EFFECT THE RIGHTS OF THE COMPANY TO ENFORCE OF THE PURCHASE PRICE THEN UNPAID.
3. IT IS FURTHER AGREED BY BOTH PARTIES THAT ALL PROVISIONS IN REGARD TO THE PROJECT ARE CONTAINED IN WRITING HEREIN.
4. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANYSUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BUT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE CONSENT IN WRITING THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL CONSIDERATION HAS BEEN MADE.

COMPANY INITIALS _____

CUSTOMER INITIALS _____

7A. Consideration of Renewal – Big, Bright Light Show Installation Agreement

Our current installation contract expires at the end of this season (after Fire & Ice). With Main Street Reconstruction on the way, it will affect The Big, Bright Light Show because all of the sidewalk anchors will be removed during the project. The current contractor has offered to renew their contract at the current rate and include the re-installation of the sidewalk anchors at no additional cost. Please see the attached proposal.



J. RANCK ELECTRIC, INC.

3015 Airpark Drive N.

Flint, MI 48507

Phone: (800) 792-3822 • Fax: (810) 424-9750



January 11, 2012

Ms. Kristi Trevarrow
Rochester Downtown Development Authority
308-1/2 Main Street
Rochester, MI 48307

Kristi,

With another successful Christmas lighting of Downtown Rochester under our belts, we would like to take this time and opportunity to express what a pleasure it has been working with you. Once again, Downtown Rochester was a glow for all the residents and site seers to enjoy.

We would also, at this time, like to extend our current pricing of \$222,215.00 to Rochester DDA for the Big Light Show for 2 additional years. Knowing that all the sidewalk anchors will be removed during the up and coming 2012 Streetscape on Main Street, the installation of the Big Light Show anchors in the sidewalk will be included in our yearly price. The terms per the original contract of 2010 & 2011 will remain intact.

If you are interested in J. Ranck Electric continuing the traditional lighting, please sign on the line below and return this letter to me. We will get Rochester DDA on the books for another successful lighting season.

I look forward to your response.

Sincerely,

Rob Hentkowski
Project Manager
J. Ranck Electric, Inc.
RH/jt

Accepted By

Date

7B. Consideration of Travel Authorization – National Main Street Conference

Our budget currently allows for the Director to attend the National Main Street Conference. Due to cost savings measures, the Business Development Committee has additional monies within their current budget. We would like to request that the DDA Board consider authorizing the expenditure of \$1,700 out of the Business Development Committee budget to allow Nik Banda, Deputy City Manager to also attend the conference.

8A. Executive Director Update

Event Coordinator Hiring

We have filled the vacant Event Coordinator position. Stephanie Schwager will begin work on Monday, February 6.

Ewe Revue 2 Preview Party

The kick-off event for The Ewe Revue 2 will be held on Tuesday, January 17, 5:30 – 8:00 pm. An update on the event will be provided at the meeting.

Main Street Oakland County Annual Evaluation

Our annual program evaluation has been set for Thursday, February 23, 2012. If you serve on a committee, you will receive notification of your committee's evaluation time.

We have scheduled a 6:00 pm meeting for the DDA Board to attend to provide their input. The meeting should last no more than an hour and will be held at the DDA Office.

Brownfield Redevelopment Authority Meeting

The meeting is scheduled for Wednesday, February 15, 2012, 7:00 pm, prior to the DDA Board Meeting at 7:30 pm.

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING
January 18, 2012
Marketing Coordinator Update

ORGANIZATION COMMITTEE

The next e-newsletter will be sent out in February and will include information on the Main Street Reconstruction. In the interim, we will continue to update our business email list and encourage downtown employees and customers to sign-up for our email distribution. The Org. Committee also plans to re-engage the Customer Council Committee in early February to help with the reconstruction communication process.

Farmers' Market: A Planning Session was held with the farmers' market vendors as well as the Organization Committee. Suggestions were made for the 2012 season including incorporating more family-oriented events, continuing with the 'Vendor of the Week' promotion and adding a couple of vendors to the Org. Committee for a biannual meeting. Applications will be mailed to all vendors by the end of January. Plans are underway for Opening Day on Saturday, May 5th.

BUSINESS DEVELOPMENT COMMITTEE

The first **Merchant Forum** of the year is scheduled for Wednesday, January 25 from 6 – 8 pm at Mr. B's. The main topic of discussion will be the Main Street Reconstruction update.

All Business Development committee members were asked to think about possible speakers for 2012 for three **Speakers Series** events. This agenda item will be discussed at the February meeting.

PROMOTIONS

Spring marketing kits will be mailed to all businesses at the end of January.

Bride's Day, Bride's Way will be held on Saturday, February 18 from 11 am to 4 pm. Preliminary ads were placed in the Oakland Press Bridal Section, Community Lifestyles Bridal Section, The Knot and The Wire websites. The Presenting Event Sponsor is Lucido Fine Jewelry. Brides may preregister online or on site the day of the event at Fieldstone Winery between 11 am to 1:30 pm.

Restaurant Week will be held from Sunday, February 26 to March 3. Information packets were mailed to all businesses.

The Recipes of Downtown Rochester Savor the Seasons cookbook sales are going very well with approximately 250 cookbooks sold. Cookbooks may be purchased in the following downtown businesses: Rochester DDA, Simply The Best \$10 Boutique, Lytle Pharmacy, Studio One Salon and The Peppertree. Cookbooks sell for \$15.00 each and all proceeds benefit the promotions program.

The Red Knapp's Dairy Bar **Traditions Building** has finally arrived and is available for purchase in the DDA office \$45.00.

REVENUE/EXPENDITURE REPORT

City of Rochester

For the Period: 7/1/2011 to 12/31/2011	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept: 000.000 GENERAL LEDGER							
402.000 CURRENT PROPERTY TAXES	1,231,846.00	1,231,846.00	1,177,314.45	76,978.49	0.00	54,531.55	95.6
616.000 DDA: FARMERS' MARKET RECEIPTS	16,000.00	16,000.00	12,780.00	1,720.00	0.00	3,220.00	79.9
618.000 BIG BRIGHT LIGHT SHOW	100,000.00	100,000.00	34,080.21	3,120.00	0.00	65,919.79	34.1
626.000 DDA BUSINESS DEVELOPMENT	0.00	0.00	1,760.00	0.00	0.00	-1,760.00	0.0
665.000 INCOME ON INVESTMENTS	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
665.003 INTEREST ON CERTIFICATE OF DEP	0.00	0.00	724.30	0.00	0.00	-724.30	0.0
665.013 INTEREST INCOME TREASURY BILLS	0.00	0.00	424.85	0.00	0.00	-424.85	0.0
665.015 INTEREST INCOME - SECURITIES	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
692.000 MISCELLANEOUS INCOME	500.00	500.00	0.00	0.00	0.00	500.00	0.0
692.003 GREEN CITY COMMITTEE	0.00	0.00	250.00	63.00	0.00	-250.00	0.0
699.999 APPROPRIATED FUND BALANCE	307,710.00	981,631.00	0.00	0.00	0.00	981,631.00	0.0
GENERAL LEDGER	1,676,056.00	2,349,977.00	1,227,933.81	81,881.49	0.00	1,122,043.19	52.3
Revenues	1,676,056.00	2,349,977.00	1,227,933.81	81,881.49	0.00	1,122,043.19	52.3
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	1,676,056.00	2,349,977.00	1,227,933.81	81,881.49	0.00	1,122,043.19	52.3
Change in Fund Balance:			-158,662.32				
Grand Total Net Effect:	1,676,056.00	2,349,977.00	1,227,933.81	81,881.49	0.00	1,122,043.19	

REVENUE/EXPENDITURE REPORT

City of Rochester

For the Period: 7/1/2011 to 12/31/2011	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept: 752.000 BIG BRIGHT LIGHTSHOW							
761.000 BIG BRIGHT LIGHT FUND RAISING	10,000.00	10,000.00	9,881.65	0.00	0.00	118.35	98.8
805.000 CONTRACTUAL SERVICES	250,000.00	250,000.00	133,450.43	0.00	0.00	116,549.57	53.4
BIG BRIGHT LIGHTSHOW	260,000.00	260,000.00	143,332.08	0.00	0.00	116,667.92	55.1
Dept: 896.000 DOWNTOWN DEVELOPMENT AUTHORIT							
701.000 SUPERVISOR SALARIES	60,008.00	60,008.00	29,509.43	6,924.00	0.00	30,498.57	49.2
701.001 EMPLOYEE WAGES	37,997.00	37,997.00	18,435.19	-691.65	0.00	19,561.81	48.5
701.002 PART-TIME WAGES	0.00	0.00	1,320.42	0.00	0.00	-1,320.42	0.0
701.003 OVERTIME WAGES	3,836.00	3,836.00	1,422.29	331.75	0.00	2,413.71	37.1
710.101 LONGEVITY	1,960.00	1,960.00	1,050.00	1,050.00	0.00	910.00	53.6
715.000 FICA	7,887.00	7,887.00	4,278.43	626.76	0.00	3,608.57	54.2
716.000 HOSPITALIZATION	20,954.00	20,954.00	7,329.94	174.67	0.00	13,624.06	35.0
716.001 HOSPITALIZATION-LIEU/ COVERAGE	4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	0.0
716.003 HOSPITALIZATION-LIEU-PAYROLL	0.00	0.00	2,842.43	507.72	0.00	-2,842.43	0.0
717.000 EMPLOYEE LIFE INSURANCE	647.00	647.00	226.90	7.88	0.00	420.10	35.1
718.000 RETIREMENT CONTRIBUTION	11,166.00	11,166.00	5,516.47	2,180.75	0.00	5,649.53	49.4
719.000 DENTAL/OPTICAL	2,800.00	2,800.00	1,400.00	-700.00	0.00	1,400.00	50.0
720.000 WORKER'S COMP. INSURANCE	430.00	430.00	0.00	0.00	0.00	430.00	0.0
721.000 UNEMPLOYMENT COMP. INSURANCE	247.00	247.00	12.42	0.00	0.00	234.58	5.0
728.000 POSTAGE	5,800.00	5,800.00	4,267.43	1,011.36	0.00	1,532.57	73.6
729.000 PRINTING & OFFICE SUPPLIES	16,000.00	16,000.00	6,243.36	1,202.11	0.00	9,756.64	39.0
757.000 OPERATING SUPPLIES	1,500.00	1,500.00	362.23	0.00	0.00	1,137.77	24.1
760.000 FARMERS MARKET - OP SUPPLIES	16,000.00	16,000.00	4,004.22	199.93	0.00	11,995.78	25.0
801.000 ADMINISTRATIVE CROSS CHARGE	97,275.00	97,275.00	48,637.50	8,106.25	0.00	48,637.50	50.0
803.000 LEGAL SERVICES	10,000.00	10,000.00	17,928.75	4,467.50	0.00	-7,928.75	179.3
804.000 AUDITING	2,544.00	2,544.00	5,009.00	5,009.00	0.00	-2,465.00	196.9
805.000 CONTRACTUAL SERVICES	0.00	0.00	10,234.82	0.00	0.00	-10,234.82	0.0
805.008 CONTRACT SVCS - ORG. COMMITTEE	3,000.00	3,000.00	335.91	144.06	0.00	2,664.09	11.2
805.009 CONTRACT SVCS - BUS. DEV COMM.	13,000.00	13,000.00	6,420.40	4,086.22	0.00	6,579.60	49.4
805.010 CONTRACT SVCS - D.P.W.	25,000.00	25,000.00	12,965.43	10,867.21	0.00	12,034.57	51.9
805.011 CONTRACT SVCS - MAINTENANCE	36,000.00	36,000.00	16,405.25	1,599.00	0.00	19,594.75	45.6
805.025 CONTRACT SVCS - DOWNTOWN POLICE	17,000.00	17,000.00	10,715.53	0.00	0.00	6,284.47	63.0
805.027 CABLE CASTING	3,625.00	3,625.00	2,124.73	322.33	0.00	1,500.27	58.6
805.029 CONTRACT SVCS - GREEN CITY	2,500.00	2,500.00	299.85	0.00	0.00	2,200.15	12.0
805.030 CONTRACT SVCS - DUMPSTERS	46,110.00	46,110.00	22,323.24	3,961.93	0.00	23,786.76	48.4
805.031 CONTRACT SVCS-PARKING LOTSNOW	45,000.00	45,000.00	3,263.94	1,749.98	0.00	41,736.06	7.3
805.703 CONTRACT SVCS - EMPLOYMENT	750.00	750.00	351.00	0.00	0.00	399.00	46.8
815.000 CONTRACT SVCS - COMP MTC	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
850.000 TELEPHONE	3,000.00	3,000.00	1,845.49	354.56	0.00	1,154.51	61.5
850.001 TELEPHONE LEASE	500.00	500.00	233.70	38.95	0.00	266.30	46.7
861.002 EQUIPMENT LEASE - COPY MACHINE	16,000.00	16,000.00	10,424.01	1,597.81	0.00	5,575.99	65.2
863.001 PROFESSIONAL DEVELOPMENT	750.00	750.00	175.00	0.00	0.00	575.00	23.3
863.002 TRAVEL	1,500.00	1,500.00	306.40	0.00	0.00	1,193.60	20.4
864.000 LOCAL MILEAGE ALLOWANCE	700.00	700.00	256.68	40.23	0.00	443.32	36.7
883.000 COMMUNITY AFFAIRS- EXTERNAL	2,000.00	2,000.00	1,244.89	0.00	0.00	755.11	62.2
912.000 GENERAL INSURANCE	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
921.000 LIGHT & POWER	35,000.00	35,000.00	21,925.18	6,331.97	0.00	13,074.82	62.6
922.000 HEAT-BUILDING	400.00	400.00	116.22	46.19	0.00	283.78	29.1
931.000 MAINTENANCE & REPAIRS - EQUIP	500.00	500.00	0.00	0.00	0.00	500.00	0.0
931.368 MAINTENANCE - PROPERTY	0.00	0.00	1,165.50	0.00	0.00	-1,165.50	0.0
940.000 RENTAL OF LAND	24,000.00	24,000.00	11,632.50	1,997.50	0.00	12,367.50	48.5
940.001 RENTAL OF LAND - MASONIC LOT	3,000.00	3,000.00	750.00	0.00	0.00	2,250.00	25.0
957.000 DUES & SUBSCRIPTIONS	1,500.00	1,500.00	1,887.54	0.00	0.00	-387.54	125.8
963.000 MISCELLANEOUS	0.00	0.00	95.00	95.00	0.00	-95.00	0.0
963.002 MERCHANT SERVICE FEES	100.00	100.00	-877.50	0.00	0.00	977.50	-877.5
964.002 REFUND-TAX ALLOCATION	2,500.00	2,500.00	7,069.12	910.64	0.00	-4,569.12	282.8
969.000 INSURANCE LOSSES & DED.	500.00	500.00	0.00	0.00	0.00	500.00	0.0
980.001 NEW EQUIPMENT-COMPUTER	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
989.000 UNALLOCATED	10,000.00	0.00	0.00	0.00	0.00	0.00	0.0
DOWNTOWN DEVELOPMENT AUTHORIT	611,786.00	601,786.00	303,486.24	64,551.61	0.00	298,299.76	50.4

REVENUE/EXPENDITURE REPORT

City of Rochester

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Fund: 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept: 900.000 CAPITAL CONTROL							
910.001 FACADE/SIGN GRANT PROGRAM	47,500.00	57,000.00	1,830.50	0.00	0.00	55,169.50	3.2
974.019 CAPITAL ASSETS - MAINT & MINOR	47,000.00	47,000.00	38,081.36	218.49	0.00	8,918.64	81.0
974.092 MAIN ST RECON- 2006	0.00	0.00	41,821.17	7,119.13	0.00	-41,821.17	0.0
974.095 MAIN ST ENHANCEMENT GRANT 2008	0.00	0.00	-21,277.53	2,232.51	0.00	21,277.53	0.0
974.096 ALLEYWAY IMPROVEMENT STUDY2009	0.00	0.00	1,483.61	16.46	0.00	-1,483.61	0.0
974.099 WAYFINDING SIGNAGE PHASE1-09	0.00	0.00	1,632.08	299.90	0.00	-1,632.08	0.0
974.100 ALLEY AESTHETICS	187,000.00	379,421.00	216,476.56	88,631.07	0.00	162,944.44	57.1
974.101 OLD TOWNE MILL/RECAP 2010	100,000.00	100,000.00	0.00	-54,141.00	0.00	100,000.00	0.0
974.102 SIDEWALK REPLACEMENTS 2010	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
974.109 PAINT CREEK BRDGE BEAUTIFICATI	0.00	699,000.00	608,220.08	205,288.60	0.00	90,779.92	87.0
974.148 WAYFINDING SIGNAGE	105,500.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
974.149 MAIN ENHANCEMENTS 2012 MDOT	262,250.00	262,250.00	0.00	0.00	0.00	262,250.00	0.0
974.150 MAIN ENHANCE 2012 NON MDOT	76,000.00	76,000.00	0.00	0.00	0.00	76,000.00	0.0
974.151 MAIN STREET MANAGEMENT	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.0
974.152 MICRO-LOAN OU ADMIN	40,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
974.153 MICRO-LOAN DDA INVESTMENT	100,000.00	0.00	0.00	0.00	0.00	0.00	0.0
977.000 NEW EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
994.011 LAND CONTRACT - 312 MAIN ST	74,020.00	74,020.00	37,009.98	6,168.33	0.00	37,010.02	50.0
CAPITAL CONTROL	1,089,270.00	1,789,691.00	925,277.81	255,833.49	0.00	864,413.19	51.7
Dept: 965.000 APPROPRIATIONS TO OTHER FUNDS							
964.002 REFUND-TAX ALLOCATION	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
999.202 TRANS TO MVH MAJOR STREET FUND	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	100.0
999.516 TRANS TO AUTO PARKING FUND	12,000.00	12,000.00	12,000.00	0.00	0.00	0.00	100.0
APPROPRIATIONS TO OTHER FUNDS	39,500.00	39,500.00	14,500.00	0.00	0.00	25,000.00	36.7
Expenditures	2,000,556.00	2,690,977.00	1,386,596.13	320,385.10	0.00	1,304,380.87	51.5
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	-2,000,556.00	-2,690,977.00	-1,386,596.13	-320,385.10	0.00	-1,304,380.87	51.5
Change in Fund Balance:			-158,662.32				
Grand Total Net Effect:	-2,000,556.00	-2,690,977.00	-1,386,596.13	-320,385.10	0.00	-1,304,380.87	

DDA COMMITTEE MEETING MINUTES

DATE: December 14, 2011

COMMITTEE: Business Development

MEMBERS PRESENT:

Nik Banda, Bob Bloomingdale, Cathy Daldin, Pat Mulrenin, John Pino, Kim Russell, Cathy Szydowski, Kristi Trevarrow, Nancy Voges, Tom Wiggins & Brian Willoughby

DISCUSSION ITEMS:

- Approved November Meeting Minutes
- Reviewed current status of 2012 Main Street Reconstruction
- Discussed Business Development Projects/Budget for 2012-2013

ACTION ITEMS:

- Members to bring new ideas to next meeting for July 2012 – June 2013 Work Plans

NEXT MEETING DATE: Wednesday, January 11, 2012

DDA COMMITTEE MEETING MINUTES

DATE: December 13, 2011

COMMITTEE: Site Development

MEMBERS PRESENT:

Dr. Atallah, Nik Banda, John Pino, Kristi Trevarrow, Jeff Whitbey & Mary Wilson

DISCUSSION ITEMS:

- Approved October Meeting Minutes
- Reviewed Status of Current Projects
 - o Paint Creek Bridge
 - o Alley Improvements
 - o Wayfinding
- Discussed 2012-13 Potential Projects
 - o West side of Paint Creek Bridge
 - o West Alley Tree/Pavement Repairs – Tree Grates
 - o Replacement of remaining Hook & Bell lightpoles outside of the Main Street Reconstruction Project
 - o Investigate costs to replace Acorn Lightpoles (2013-14 Project)
 - o Contingency budget for unforeseen issues with Main Street Reconstruction
 - o Splash Pad (Depot Plaza Rehab) – Potential crowdsourcing opportunity

ACTION ITEMS:

- Nik to follow up on status of Alley Planters
- Nik to take idea of adding lightpoles on the trail to the Planning Commission
- Kristi to get 2012-13 budget projections from City
- Kristi to get per lightpole price from HRC for hook & bells

NEXT MEETING DATE: Tuesday, January 10, 7:00 am

Rochester Green City Committee
January 3, 2012
Trent Design Offices
8-9:30 a.m.

Minutes

In Attendance:
Marilyn Trent
Nina Ignaczak
Betty Peterka
Lonna Harlow

1. **Approval of Minutes** (5 minutes)
 - Approved
2. **Chair Report** (5 minutes)
 - Colleen Brnabic resigned
 - Marilyn is preparing for DDA Goals & Objectives meeting- 1/14/11 8-4 a.m., need more information, Marilyn will send email request for brief write-up for each item- NEED by 1/13/12 (SEE ACTION ITEMS BELOW)
 - What is the priority? We will vote via email.
3. **Treasurer's Report** (5 minutes)
 - Nancy Voges- not present
4. **Other Reports (10 minutes)**
 - CBC Liason- Lonna Harlow- not present
 - i. No Report, Lonna will report, we forgot to notify Ann Peterson of today's meeting- Marilyn will add her to email list
 - DDA Liason- Marilyn Trent
 - i. No report
 - City Liason- Nancy Voges
 - i. Not present
 - RECYCLING
 - i. No report
 - ii. Will/Betty will submit ideas for G&O
 - BICYCLING
 - i. No report
 - ii. Nina will submit ideas for G&O
 - EDUCATION/COMMUNICATION
 - i. No report
 - ALLEY BEAUTIFICATION & GREENING
 - i. Nina/Lonna/Betty still owes "idea document"
 - ii. Lonna/Betty will submit ideas for G&O
5. **Agenda Items (30 minutes)**
 1. 2012 Budget Planning
 - i. \$2500 available

1. GCC members should suggest what this money should go for
2. GCC Members send Marilyn brief write-ups for the items by 1/13
3. Events
 - i. "RESPECT THE RECYCLE" theme for 2012
 - ii. Education for Merchants
 1. Merchant's Forum meeting (March)
 - a. Green Alleys
 - b. Recycling- have Rizzo talk about issues with contamination
 - iii. No other events until Farmers Market
4. Green Living Festival
 - i. To be discussed at future meeting

6. Progress Report on Action Items (10 minutes)

BUSINESS RECYCLING (Will/Betty)

- GCC has questions about whether Rizzo is recycling- want to meet with Rizzo to communicate on what the problems are- Marilyn emailing Jaymes about this
- NO PROGRESS- Will/Betty- Recycling committee will draft proposal for procuring bins with 2011 budget funding and work with the City to develop a recycling plan/permit process for temporary events-
- NO PROGRESS- Marilyn will find out if public recycling bins will be available on Main Street in the new streetscape
- NO PROGRESS- Ann Peterson will propose having CBC pay for Main Street public recycling bins

BICYCLING (Nina)

- NO PROGRESS- Nina will draft proposal for a Summer 2012 (July) "Bike to Rochester " event for consideration-
 - i. Coordinate with Tyree Guyton sculpture unveiling
 - ii. Ask to Merchants (restaurants) for promotion of you show your bike helmet
 - iii. Bike Rack Scavenger Hunt- prize
 - iv. Advertising to Romeo, Lake Orion, etc.
 - v. Bike tour
 - vi. Rochester Bike Shops- donate raffle prize?

ALLEY BEAUTIFICATION & GREENING (Betty/Lonna)

NO PROGRESS:

- Nina will draft an Alley Beautification document for GCC consideration in coordination with SEMCOG alley evaluation and GCC survey (mid-January)
- Nina will talk to Kelly Karll (SEMCOG) about any interim recommendations /larger ideas for mid-January DDA Goals & Objectives meeting
- Nina/Betty/Lonna/Will/Marilyn will develop content and work with DDA/City on Green Alley Beautification website resource page

EDUCATION/COMMUNICATION (Marilyn)

- NEXT WEEK: Will/Betty will work on recycling letter to merchants from GCC, detailing upcoming year's theme

7. ACTION ITEMS

GOALS AND OBJECTIVES

- GCC members will send detail to Marilyn for Goals & Objectives meeting by 1/13/12
 - Main Street public recycling- public bins (Betty/Will)
 - District Geothermal- set aside funds for a feasibility study (Will)
 - Green Alley Funding- (1) consulting services to assist in green design (Betty will email Chamber) (2) public areas to focus on (Lonna)
 - Bike Facilities Planning Study/Bike to Rochester Event (racks and on-road bike facilities) (Nina)
 - Compost Feasibility Study for downtown food businesses (in partnership with Oakland University Business Incubator) (Will)
- GCC will send Marilyn G&O topics in order of priority

RECYCLING COMMITTEE

- Recycling subcommittee will address temporary bin procurement and report at next GCC meeting
- Lonna will contact Ann Peterson about having CBC pay for public recycling bins on Main Street
- Marilyn will find out if public recycling bins will be available on Main Street in the new streetscape
- Betty will contact John Hawthorne/ Whitney Calio for resource info on recycling for website

EDUCATION/COMMUNICATION

- Marilyn will contact DDA about space at March merchant's forum
- Nina will contact Nancy Voges about posting GCC minutes/agendas to GCC website
- Follow-up wth Kristi-Marilyn will contact Kristi regarding ability of GCC to receive donations-potential for joint CBC/GCC nonprofit/fund
- Marilyn will start listing out event topics for Farmer's Market, Green Living Festival and Merchant Forum- email her ideas

GREEN ALLEY

- Email resource ideas for Green Alleys to Nina